

CABINET MEETING MINUTES

October 2, 2025, at 11:30 a.m. – 12:30 p.m.

TTC Boardroom

Members Present: Alexander, Eagan, Hilliard, Lueth, Reynolds, Snead, Washington, and Washington

Members Absent: Bergan, Batson, Dunneback, Snead, Siebers

1. The September 2, 2025, meeting minutes were approved as presented
2. Dannie Alexander presented the Facilities Master Plan Update, as well as Board Policies 409 and 412
3. Standing Items:
 - a. Higher Learning Commission Discussion (Paige Eagan)
 - i. Weekly meetings and evidence collection continue
 - b. Advanced Technology/ Technical Trades Wing Renovation (Dannie Alexander)
 - i. State submissions are still before committee with no response to date
 - c. Security & Safety Discussion (Dannie Alexander)
 - i. None at this time
 - d. Artificial Intelligence (AI) (Paige Eagan and Aaron Snead)
 - i. Meetings with Judith from Strategies by Design for recommendations to take to the AI Steering group
 1. Suggested focus for the college to be on AI fluency across the institution
 - e. Grants/ Institutional Review Board Update (Elizabeth Washington)
 - i. Please see the handout
 - f. Travel Authorizations approved as presented
 - i. Steve Crawford, Charissa Sedor, and Josh Holderbaum to attend the Grand Rapids Museum's Planetarium in Grand Rapids, MI on September 17, 2025
 - ii. Russ Panico to attend the NJCAA Region 12 Athletic Director's Meeting in Livonia, MI, from September 29-30, 2025
 - iii. Dannie Alexander and Patrick Nelson to attend the Association of Physical Plant Administrators – Midwest Region (MAPPA) Conference in Milwaukee, WI, from September 22-24, 2025

- iv. Kelly Naatjes to attend the Ad Astra Aspire Annual Users' Conference in Scottsdale, AZ, from October 12-16, 2025
- v. Sarah Hubbell attended the MCCA Leadership Academy in Warren, MI, from September 11-12, 2025
- vi. Sarah Hubbell to attend the MACRAO Annual Conference in Traverse City, MI, from November 12-14, 2025
- vii. Sean Gordon to attend the Michigan Association of Campus Law Enforcement Administrators – 2025 Fall Conference in Lansing, MI, from September 24-25, 2025
- viii. Sara Herrmann to attend the CACUBO annual conference in Louisville, KY, from October 5-7, 2025
- ix. Jason Ramsey to attend the Michigan Society for Respiratory Care Fall Conference in Frankenmuth, MI, from October 6-7, 2025
- x. Gena Mead to attend the Textbook Affordability Conference in Chicago, IL, from November 3-4, 2025
- xi. Nicole McClure, Lisa Winch, Dan Stevens, Chris Cockerel, Jon Stasiuk, Sheila Eisenhauer, Michael Roty, Amy Longcore to attend the MichMATYC Annual Conference in Dowagiac, MI on October 11, 2025
- xii. Diane Roushangar to attend the American Anthropology Association Annual Conference in New Orleans, LA, from November 19-22, 2025
- xiii. Angela Marsh-Peek and Aaron Williams to attend the Symposium on Transforming the Postsecondary Experience in Chicago, IL, October 31 - November 2, 2025
- xiv. Mark Dunneback, Kelly Higgins, Denise Lindsley, Bethann Talsma, Monica Koning, Andrietta Gaston, Marty Adams, Madie Isch, Lori Orr and Julie Perrine to attend the Trends conference in Muskegon, MI, from October 22-25, 2025
- xv. Staff and Administrator Fund Approved Activities – Submitted for Consideration
 - 1. Tanya Wolfe request to attend Great Lakes Association of College Stores conference in Ft Wayne, IN, October 12-14, 2025.
 - 2. Paige Eagan and Billy Reynolds, request to attend the Symposium on Transforming the Postsecondary Experience in Chicago, IL, October 31 - November 2, 2025
 - 3. LaJoyce Brooks, request to attend the Leadership Development Institute in Detroit, MI, October 5-11, 2025

g. Personnel Updates as of September 10, 2025

New Hire

Alison Martin, Program Coordinator – KVAAP, effective 9-16-25

Daniel Price, Utility Maintenance Specialist, effective 9-16-25

Kitty Mitchell, Office Manager, effective 9-16-25

Sathyanarayana Ramesh, Developer, effective 10-1-25

Transfer

Wade Doty, from IT Support Analyst to Network Analyst. Effective 10-1-25

Resignation

Julia Sehy, Specialty Accreditation, Compliance & Improvement Manager, effective 9-2-25

Erin Dominianni, Associate Director of Marketing, effective 9-18-25

Gaurav Bagga, IT Support Analyst, effective 9-19-25

Kevin Lavender, Interim Director of Early Middle College, Dual Enrollment, Youth Pipeline and Camps, effective 9-18-25

Retirement

Larry Sandt, Instructional Computing & Media Services Manager, effective 10-3-25

FT Currently Posted/Active Positions

Instructional Manager

Patient Care Academy Instructor

Academic Development & Instructional Technology Analyst

Alumni Relations Coordinator

Associate Director of Energy & Construction Career Training

Health Careers Coordinator

Dental Hygiene Program Director

Machine Tool Lab Manager

Associate Director of Marketing

Instructional Computing & Media Services Manager

Associate Vice President for Collaboration Compliance & Analytics & Chief of Staff

IT Support Analyst

Computer Support Technician

Academic & Career Pathway Advisor

Position Justification Forms

Interim Specialty Accreditation, Compliance & Improvement Manager

Dental Hygiene Program Director

Exhibits Coordinator

Health Careers Coordinator

Museum Interpreter

Computer Support Technician

Instructional Computing & Media Service Manager

Computer Support Technician

Associate Vice President for Collaboration Compliance & Analytics & Chief of Staff

Student Services Assistant

Culinary Lab Assistant

Brew Lab Assistant

Academic & Career Pathway Advisor

Associate Director of Marketing

4. Announcements and Updates
 - a. December 4-5 Dental Hygiene CODA accreditation site visit
 - b. Styler Johnson Employee Wellness grant scheduled events list to be provided by Aaron Hilliard
 - i. Food Trucks will be at the college on October 14, 2025
 - c. Purchasing/AP coding to require printed name as well as signature going forward